

[The following language is provided for use by the ordering activity contracting officer (OCO) and may be modified at the discretion of the OCO for their individual solicitation. Last Updated: April 2022.]

Instructions to Quoters Order-Level Materials

The government anticipates that Order-Level Materials (OLMs) may be included in quotes received in response to this solicitation. GSA Schedule contractors should refer to [GSAR 552.238-115 *Special Ordering Procedures for the Acquisition of Order-Level Materials*](#), to ensure proper understanding of OLM procedures. Additional information on OLMs may be found at www.gsa.gov/olm.

In order to quote OLMs, the quoter must clearly identify that it holds the Order-Level Materials SIN under its Schedule contract and must clearly identify the SIN and any OLMs being quoted. The contractor shall provide an explanation and basis of estimate for each OLM, including any assumptions that were made in preparing the quote. This should include a description for material, travel, and other direct costs as applicable (e.g., computer software), along with any relevant performance information and the rationale for proposed quantities.

To support the price reasonableness of OLMs, the contractor proposing OLMs as part of a solution shall obtain a minimum of three quotes for each OLM item that exceeds the simplified acquisition threshold (SAT). These three quotes are not to be submitted to the government unless requested by the ordering activity contracting officer. The quotes shall be maintained in the contractor's files and are subject to audit. If the contractor cannot obtain three quotes, it shall maintain documentation as to why three quotes could not be obtained. A contractor with an approved purchasing system per FAR 44.3 shall instead follow its purchasing system requirements.

The contractor may apply indirect costs, as a fixed amount, such as G&A and material handling costs and shall indicate the indirect cost rates applicable to the order. Fee, profit, and overhead may not be applied, except for the GSA Industrial Funding Fee (IFF), which must be included in the price. The contractor shall provide a copy of any forward pricing rate agreements or provisional indirect billing rates approved by a cognizant Government agency, if available. All indirect costs must be sufficiently explained.

Any proposed OLMs must be in support of the order and shall not exceed 33.33% of the total order value. Total value is defined as the anticipated or recorded dollar value of contract items at time of order award, inclusive of option periods. OLMs should be quoted as separate Time and Material (T&M) CLINs and must comply with all terms and conditions of the quoter's GSA Schedule contract (see Schedule clause SCP-FSS-007). Travel costs and open market items are excluded from the total value calculation. OLMs will be placed on any resultant order with a Not-to-Exceed (NTE) ceiling amount that the contractor exceeds at its own risk, under a T&M CLIN(s).

Travel

Travel costs are authorized under GSA Schedule clause C-FSS-370, paragraph (b). Travel costs are governed by FAR 31.205-46, which addresses Federal Travel Regulations, Joint Travel Regulations, and Standardized Regulations (Government Civilians, Foreign Areas).

The following language is provided for use by the OCO and may be modified at the discretion of the OCO for their individual solicitation:

Travel is authorized in accordance with Schedule clause C-FSS-370 paragraph (b). Travel is not considered an OLM. Travel should be quoted in CLIN(s) _____ on a direct-reimbursable or a firm fixed-price basis, as indicated in Section __, Schedule of Supplies/Services.